

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:  
Activity Affidavit/Unlicensed Activity Statement (No. 1)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
Issued April 1, 1996. Revision effective January 8, 1998.
3. Summary of the contents of the substantive policy statement:  
This policy describes when a licensee or former licensee is required to submit information about activities the licensee may have conducted when not licensed as prescribed by law.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This statement is a revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:  
Name: Cindy Wilkinson  
Address: Arizona Department of Real Estate  
2910 North 44th Street  
Phoenix, Arizona 85018  
Telephone: (602) 468-1414, Ext. 135
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:  
A copy of the substantive policy statement may be downloaded from the Department's web site at (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, selection 3, and requesting document number 8001, or it may be obtained from the Department for a fee of 25¢ per page copying charge.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:  
Disclosure of Licensee's Home Address (No. 33)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
Issued July 20, 1996. Revision effective January 8, 1998.
3. Summary of the contents of the substantive policy statement:  
This policy clarifies the criteria under which a licensee's home address and telephone number may be disclosed.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This statement is a revision.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:  
Name: Cindy Wilkinson

*Arizona Administrative Register*  
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